

Position Available

Shelby Parks Superintendent

The Shelby Park Board of Commissioners are taking applications to fill the position of Park Superintendent. The position would require applicants to perform administrative, supervisory, and skilled work in the day-to-day operation and maintenance of the Shelby parks and Seltzer pool. Must have the ability to plan, prioritize, assign, supervise and review the work of the park and pool staff. Please send resumes to Shelby City Hall, 43 West Main St., Shelby, OH 44875, ATTN: Stacey Gunder. Applications may be picked up at Shelby City Hall.

Shelby City Parks Department

Job Description: Park Superintendent

Date: 09/10/12 (updated % 3/2019)

General Description:

Under general guidance and direction from the Shelby City Park Board, the Parks Superintendent shall perform administrative, supervisory, and skilled work in the day-to-day operation and maintenance of the Shelby parks and the Shelby pool. This includes the ability to plan, prioritize, assign, supervise and review the work of park and pool staff maintaining effective and efficient output of all duties and responsibilities. Employee is responsible for the upkeep and maintenance of the park grounds, buildings, equipment, and pool. Employee must exercise initiative and independent judgment in ensuring safety and security of the parks. Employee must also identify any potential improvements to the operations of the parks. Employee must possess a valid Ohio driver's license, and obtain and maintain the necessary licenses or certifications for the operations of the pool and the spraying of pesticides.

Essential Duties and Responsibilities:

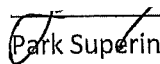
1. **20% PERSONNEL:** Manage division and supervise employees; hire and train employees; schedule, prepare, and issue daily work schedules with goals; monitor and evaluate work performance; provide leadership in developing a staff that works as a team; discipline employees; direct preparation of payroll.
2. **10% MONITORING CONDITIONS:** Inspect regularly all park facilities and areas for maintenance issues, safety issues, and cleanliness; take action to resolve problems; notify Park Board if needed; make recommendations for any necessary improvements.
3. **10% EXTERNAL RELATIONS:** Maintain good public relations: record, respond to, and resolve citizen inquiries and complaints promptly; maintain good relations with City Hall: record, respond to, and resolve any City Hall inquiries or complaints promptly; notify Park Board and recommend appropriate action if necessary.
4. **20% EQUIPMENT & MATERIALS:** Maintain adequate inventory of equipment, materials, and supplies to perform maintenance and landscaping activities; inspect materials, vehicles, and equipment to ensure they are safe and properly stored; maintain vehicles and equipment according to accepted guidelines.
5. **10% OUTSIDE VENDORS/CONTRACTORS:** Identify and coordinate with outside vendors in the purchase of equipment and supplies; oversee and inspect work performed by outside vendors to assure project is completed in a satisfactory and thorough manner; ensure proper documentation is provided to the Director of Finance for the payment of vendors.

6.10% BUDGETING: Ensure Park & Pool spending stays within approved budget; evaluate staff pay annually; assist in preparation of annual Operational budget for Parks and Pool; assist with Capital Improvement budget.

7. 10% PARK BOARD: Attend monthly Park Board meetings; review monthly goals; prepare written reports on activities in the park; document progress towards monthly and yearly goals; Work with the Park Board in the development and implementation of monthly and yearly goals; identify any potential repair and replacement needs for buildings, equipment, and pool; research and develop possible future opportunities for the parks; assume responsibility for assigned work and meeting deadlines.

8.10% SAFETY & SECURITY: Review and develop park policies and procedures to ensure the safety and security of staff and visitors with regards to inclement weather and pool closure; weather emergencies i.e. tornadoes; accidents, injuries, and health crises; fires; unruly visitors; crimes; etc. Train appropriate personnel in these policies and procedures.

9. **Perpetual** ATTITUDE: Maintain an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities; strive to anticipate work to be done and initiate proper and acceptable direction for completion of work.


Park Superintendent

Date